



KAIMOSI FRIENDS UNIVERSITY

EXAMINATION POLICY AND GUIDELINES

AUGUST, 2022



DOCUMENT CONTROL

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POLICY APPROVAL

The date that this Examinations Policy and Guidelines is approved is the 2nd day of August, 2022.

DR. JOSEPHINE WANDO

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Vision

A centre of excellence in teaching, innovation and holistic development

Mission

To provide quality education and training, research and innovation to meet the needs of a dynamic Society.

Philosophy

The University endeavors to be ranked amongst the world class universities based on academic excellence and research that impact on societal needs.

Core Values

Accountability
Customer focus
Excellence
Equity
Professionalism
Teamwork
Friendship

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OPERATIONAL DEFINITION OF TERMS

Academic Year: The design of learning content, which is multi-dimensional and includes intentions, structure of content, delivery modes, academic resources and assessment modes. Shall normally consist of two semesters and may include a third semester to cater for students in certain programmes in health sciences, practical attachments, teaching practice and other field courses as may be determined by the Senate

Continuous Assessment Tests: A course which is central to the discipline of study, which must be taken by all candidates in a given programme.

Course: The part of a programme in which a student can receive an assessment normally taught over a semester, and may comprise one or more units of study

Face-to-face Examinations: Examinations offered with candidates physically present in the examination room.

Online Examinations: Examinations taken through the digital platform

Special Examinations: An alternative end of course examination granted to a student who missed a regular examination caused by special circumstances such as medical, compassionate, religious or political grounds or as may be determined by Senate from time to time.

Supplementary Examination: Examinations which, after approval by Senate are administered to candidates who failed in regular examination.

Unit of Study: A period of one-hour lecture per week per semester or two hours of tutorials/seminars per week per semester or three hours of practical per week per semester.

University Examinations: All those assessments or evaluations that are considered in determining whether or not a candidate shall proceed to the following level of study or qualifies to graduate.

Chief invigilator: The Chair of Department (CoD) or lecturer assigned the responsibility of chief invigilator by the CoD in respect of a particular examination from the department.

LIST OF ACRONYMS AND ABBREVIATIONS

ASA&R: Academic and Students Affairs, and Research

CAT: Continuous Assessment Tests

DVC: Deputy Vice Chancellor

KAFU: Kaimosi Friends University

CoD: Chairman of Department

CUE: Commission for University Education

1.0 INTRODUCTION

This Policy documents the processes of design, delivery, administration and management of examinations and is intended to ensure that assessment procedures and practices within the programmes and courses offered are geared towards facilitation of the achievement of specified learning outcomes. It is aimed at ensuring that the examination process is fair, reliable, efficient, consistent and ethical. In addition, the policy ensures that, examinations taken in Kaimosi Friends University meet International Standards and enhance quality; that students are provided a level playing field before, during and after the examination regardless of the location where they take their examinations; and that employers receive quality graduates, and that as far as possible, the quality of the graduate is reflected in the grades obtained;

2.0 PURPOSE

The purpose of this Policy is to ensure the effective planning and management of the examination process so as to guarantee the processes' highest level of integrity. The Policy outlines the required conduct of students and staff during the examinations process by providing rules, standards, Codes, policies, guidelines, procedures and other requirements, which specify the accepted standards.

More specifically, the purpose of this policy is to ensure that:

- i. The planning, administration and management of university examinations and external assessment processes are conducted appropriately.
- ii. All examinations and external assessment processes are conducted in line with the provisions of relevant regulatory bodies such as the Commission of University Education
- iii. All actors in the examinations processes are familiar with their roles and responsibilities.

3.0 SCOPE

This policy applies to all matters and activities that relate to the planning, administration and management of examinations in KAFU. The policy covers all forms of academic evaluation and examination including both face-to-face and online digital examinations. The University may be required to offer online examinations and other forms of evaluation from time to time to students who are not required to be physically present on campus. This mode of examination is also subject to provisions of this Policy as read together with the procedure for KAFU Online Examination.

This Policy has implications for:

- i. Students at all levels of study in the University
- ii. Academic and non-academic staff of the University who in any way deal with the examination process in any way
- iii. Any other entity associated with or contracted by KAFU with responsibility for handling any examination matter for the University.

4.0. POLICY STATEMENT

Kaimosi Friends University (KAFU) shall:

- i. Ensure that no student sits for examinations without clearing all fees as per Revised Fees Policy and Guidelines, 2022.
- ii. Ensure that all candidates are registered for each course unit they intend to sit for upon payment of required fees and University dues.

5.0 OBJECTIVES OF THE POLICY

- i. Ensure integrity and accountability in the examination process
- ii. To ensure that examinations are set, moderated, administered, marked, graded and results awarded according to applicable rules and regulations
- iii. Establish procedures for planning, administration and appraisal of the examination process

6.0 RATIONALE

Examination is one of the key processes in the core university function of academics and is used to gauge the level of success of both the student and the programmes administration process. Consequently, the product of the programme is substantially determined by the quality of the examination. To ensure that the public and private sectors get appropriate labour force, the examination process must be well structured and properly managed in order to properly identify students who have accomplished the expected learning outcomes. This Policy has therefore been formulated with a view to putting into place a credible and efficient system for the conduct of examinations in KAFU.

7.0 GUIDING PRINCIPLES

The sensitive nature of examinations and related processes necessitated the development of this policy. This Examination Policy and Guidelines shall thus: -

- i. Guide organization and invigilation of examinations
- ii. Guide marking and grading of students results
- iii. Augment, complement and strengthen the existing collection in depth
- iv. Shall be accessible to all interested parties.
- v. Shall be subject to continual review and improvement

8.0 POLICY ISSUES

8.1 Examination Invigilation

8.1.1 The purpose

The purpose of exam invigilation is to ensure that all candidates are under active surveillance for every moment of the duration of the examination. Invigilators should also try to provide a suitably pleasant and supportive atmosphere for the candidates.

8.1.2 General information for all invigilators

Examination Invigilators are appointed to a position of trust and they should possess the quality of integrity and vigilance to conduct the examinations in exact accordance with the School Board's instructions.

It is essential that Examination Invigilators familiarize themselves with the appropriate Examination Rules and Regulations and Examination Procedures before attending the Examination Hall.

Examination Invigilators should arrive at the Campus where the examination is taking place at least one hour before the start of the examination to report for their duty, pick examinations half an hour before start of examination for administration, and remain for an additional time after the examination to collect, wrap up the examination materials and deliver them to the examination room.

Some of the other general duties of Examination Invigilators may include:

- i. Assisting the candidates before, during and after the examination by directing them to their seats, advising them about possessions permitted at examination venues and dealing with queries raised by candidates etc.
- ii. Invigilating carefully, making sure that candidates do not talk inside examination venues and also responding to any examination irregularities immediately.

- iii. Ensuring that students have required documents (As per Student Code of conduct) before start of examinations.
- iv. Ascertaining that, students sitting examinations are bonafide students of KAFU.
- v. Disallowing students who report to examination after the recommended time in the Student Code of Conduct.

8.2 Appointment of invigilators who are not full-time members of the teaching Staff

In some circumstances, a school may not have enough members of staff to perform the role of invigilator; It will be at the discretion of the school to appoint invigilators from among the following cadres of people to complement current staff:

- i. Postgraduate students, including those registered in other schools,
- ii. Part-time lecturers

8.3 Irregularities in University Examinations

An examination offence shall include any breach of any rules relating to the conduct of examinations and any dishonest practice occurring in the preparation or submission of any work, whether in the course of an examination or not, which counts towards the attainment of a pass in any unit otherwise occurring in connection with an examination. Examination irregularities will be dealt with according to the rules set out in the Student Code of Conduct and the QMS procedure document.

8.4 Examination Marking and Grading

8.4.1 Marking

Examination marking shall begin immediately after the examination is done. All the examinations shall be marked, the results entered in the system, and hard copy results submitted to the Chairman of the Department two weeks after the end of the examination session.

A duly marked answer booklet shall have the following:

- i. Ticks at appropriate locations and marks for each tick;
- ii. Total marks for every subsection;
- iii. Total marks for every question, inside the script and on the cover;
- iv. Total marks for all the questions attempted, weighted appropriately in accordance with the curriculum;
- v. Total marks achieved in the continuous Assessment and end semester examination.

8.4.2 Grading

Each unit shall be graded according to the following guidelines:

a) Postgraduate Courses

75% and above	A
65% and below 75%	B
50% and below 65%	C
Below 50%	F (fail)

b) Undergraduate

70% and above	A
60% and below 70%	B
50% and below 60%	C
40% and below 50%	D
Below 40%	E (Fail)

c) Diploma & Certificate

70% and above	A (Distinction)
60% and below 70%	B (Credit I)
50% and below 60%	C (Credit II)
40% and below 50%	D (Pass)
Below 40%	E (Fail)

Classification of degrees, diplomas and certificates is as follows:

a) Postgraduate programme

The postgraduate awards shall generally be graded as a PASS or FAIL for graduation purposes. However, this shall be arrived at as follows: -

- i. For thesis and course work, the grading shall include all weighted average of all the course units the student had passed from first year to final year and a pass or fail in a thesis.
- ii. For thesis and project, the grading shall include all weighted average of all the course units the student had passed from first year to final year and a pass or fail in project.

b) Undergraduate programmes

Grading shall include weighted average of all the units they have done from first to their final year of study excluding common courses and classification shall be as follows: -

70% and above	First Class
60% and below 70%	Second Upper
50% and below 60%	Second Lower
40% and below 50%	Pass
Below 40%	Fail

b) Diploma and certificate programmes

Grading shall include weighted average of all the units they have done from first to their final year of study and classification shall be as follows: -

70% and above	A (Distinction)
60% and below 70%	B (Credit I)

50% and below 60% **C (Credit II)**

40% and below 50% **D (Pass)**

Below 40% **E (Fail)**

8.5 External Moderation of the examination results

External examiners shall moderate the results of the examinations after the end of the semester II examination session and Trimester III. The External Examiners shall be expected to hold exit meetings (face-to-face or virtual) at the end of the exercise. The External Examiners shall submit written reports to the Vice Chancellor and give copies to the Deputy Vice Chancellor (ASA&R) and Registrar (AA).

External Examiners shall normally be appointed for a period not more than four (4) academic years. The contract for the external examiner may be renewed once but for only one Academic Year.

8.6 Consideration of the examination results by the School Board

The School Board shall sit and consider results of examinations one week after the end of external moderation. After the meeting, the School shall release provisional results to the students.

8.7 Consideration of the examination results by the University Senate

The Senate shall sit and consider the examination results one week after consideration of the examination results by the School Board of Examiners. The Final results shall be released after the Senate meeting and the students shall be allowed to collect provisional transcripts from the School.

Official transcripts shall be issued by the Registrar (AA) at the end of the academic year as approved by Senate. Additional transcripts will be issued at a fee to be determined from time to time by Senate.

8.8 Supplementary/Special Examinations

There will be a session for special and supplementary examinations after external moderations of results as provided for in the Academic Calendar before the beginning of a new academic year

8.9 Appeals for Re-Marking

8.9 Appeals for Re-Marking

- i. A candidate who is not satisfied with the grade, which he/she has been awarded in any unit, may appeal to the Deputy Vice Chancellor (ASA&R) who presents it to the Senate. If the appeal is considered by the Senate, Deputy Vice Chancellor (ASA&R) shall appoint an independent examiner to remark the written examination paper in that unit on payment of the appropriate fee, which the University Senate shall determine from time to time.
- ii. The grade and mark recommended by an independent examiner(s) after remarking shall be the final grade and mark awarded to the candidate for the unit.
- iii. No appeal for remarking of any unit shall be entertained in cases where the appeal has been submitted later than one month after the candidate has been issued with a provisional transcript.

8.10 Rescinding of a Degree, Diploma and Certificate

The University may rescind any award to a graduate who while registered in a particular programme, committed academic fraud which if it had been detected before graduation, would not have been awarded.

8.11 Loss of Scripts

8.11.1 Loss of scripts shall apply to situations in which scripts, which have been certified as having been handed in by the candidates at the end of an examination paper, are misplaced or found to be missing.

8.11.2 The COD in the affected examination shall report cases of loss of scripts to the Deputy Vice Chancellor (ASA&R) through the Dean of School immediately who will table the report at the Deans Committee.

8.11.3 The Deputy Vice Chancellor (ASA&R) shall table the recommendation of the Deans' Committee to Senate and Senate shall decide how to assess the candidates whose marks are missing as a result of lost scripts and determine the nature of action to be taken against those found to be responsible for the loss of the scripts.

8.12 Archival of Scripts

8.12.1 The Deputy Vice Chancellor (ASA&R) shall be the overall custodian of all examination scripts.

8.12.2 Examination scripts shall be archived five (5) years after the candidate graduates.

8.12.3 In the case of appealed results, the scripts shall be archived five (5) years after the matter has been resolved.

9.0 IMPLEMENTATION, MONITORING AND EVALUATION

9.1 Role of Deans and CODs

Implementation shall be carried out as follows:

The Chairman of Department shall ensure that adequate invigilators are allocated to all courses undertaken by students in the department. If any shortages are expected, Chairman

of Department shall report to the Dean of School so that adequate arrangements are made to involve invigilators from outside the department. In some circumstances, postgraduate students may be appointed as invigilators.

The Chairman of Department shall ensure that all examinations undertaken by students in the department as well as those for courses serviced to other department are conducted in an environment that provides a level playing field for all candidates.

He/she shall also be vigilant on any leakage or undue advantage that may be given to the candidates before or during the examinations. If any leakage is reported before the examination is attempted, the Chairman of Department shall replace the scheduled paper with the alternative paper. If the leakage is reported after the examination has been done, the Chairman of Department in liaison with the Dean and Registrar Academic Affairs shall cancel the examination and set the dates for the alternative examination.

9.2 The School Time-Tabling Coordinator

The School Time-Tabling coordinator shall ensure that all courses undertaken by students in the School or serviced to other faculties are provided with adequate invigilators and communicate this to the University Time-Tabling Coordinator at least four weeks before the start of the examinations.

The coordinator shall ensure that:

- i. All examinations are provided for on the time table,
- ii. No apparent clashes occur,
- iii. The rooms allocated have adequate space for the number of students anticipated.

9.3 Role of University Time-Tabling and Examination Coordinator

The University Time Tabling and Examination Coordinator shall ensure that university-wide and school-wide courses are done on the first week of the examinations so as to facilitate early commencement of marking.

9.4 Role of Examination Invigilators

9.4.1 With reference to the Examination Venue

They should prohibit the entrance of forbidden items such as notes, communication devices including but not limited to cell phones, headphones, portable notebooks and textbooks at the examination hall. Details of any such materials found in the examination venues shall be recorded and the responsible students disciplined in accordance with the procedure on disciplinary and the Student Code of conduct.

9.4.2 With reference to Examination Materials

They should deliver and collect scripts carefully at the start and end of the examination in accordance with the strict Examination Procedures. Preferably, scripts should be issued to students when they are seated in the examination rooms.

They should also assist with the packing of examination scripts, stationery and other equipment from the examination venues to the Marking Centre or designated location for recording, storage or further direction.

9.4.3 With reference to Starting Examination

The examination papers must be collected from their secure storage facility on the day of the examination by the invigilator or other responsible person. The sealed envelopes containing the papers must be opened in front of the candidates.

9.4.4 With reference to Communication Between Students

Examination Invigilators must prevent any kind of communication between candidates (by copying, whispering or any kind of signal, exchange of paper or objects) and any kind of access to books, papers or electronic media of any kind (unless specifically authorized) for the exam duration.

9.4.5 With reference to Signing of Attendance Sheet

The invigilator should have the candidates sign the examination attendance register, submit the original to the CoD and a copy to Registrar (AA). While checking the attendance, they

must also check the candidate's Name, Registration Number, Student ID card, National ID card or Examination Card.

9.4.6 With reference to Examination Misconduct

The Examination Invigilators shall implement the Examination Rules and Regulations and remain vigilant throughout the examination duration. It is the duty of the Examination Invigilators to watch the candidates to prevent cheating during the examination.

They are required to ensure that all the examinations are carried out according to the rules set out in the University Rules and Regulations.

If a candidate is found with unauthorized material inside the examination venue, the invigilator is required to take the details of such candidate, ask the candidate, two student witnesses and another invigilator to write statements of what transpired during the examination. If the student becomes violent, the invigilator shall call the Security and lead the student out of the examination venue and keep him/her under watch until the end of the examination.

The Incident Report must be forwarded to the Registrar Academic Affairs at the end of the examination for the disciplinary process to commence.

9.4.7 With reference to Candidates with Special Needs

It is within the discretion of the Examination Invigilator to allow for extra time for candidates with special needs during an examination. Such a decision must be recorded in the Incident Form.

9.4.8 With reference to Security in Examinations

Invigilators need to ensure the security of the examination hall before, during and after the examination. From the moment the question papers are given out until all answer booklets are collected, Examination Invigilators should patrol vigilantly. The main goal should be to prevent possible examination misconduct.

9.4.9 With reference to Students Leaving Examination Venues

The invigilators shall supervise all candidates leaving the examination venue in a quiet and disciplined manner and ensure that candidates do not remove equipment or stationery from the examination venue without the permission of the authority.

9.4.10 With reference to Answer Booklets

While collecting the answer booklets, the Examination Invigilators shall check that all the required information (registration number, type of examination, questions attempted etc.) have been filled out by the candidates on their scripts properly. When all the scripts have been collected, invigilators shall confirm the number of scripts collected versus the number of students on the Attendance Register and ensure that they tally.

9.5 Role of Administrator (Examinations) during examinations

The Administrator (Examinations) shall:

1. Ensure that examinations in all programmes start as time-tabled by issuing them on time;
2. Ensure that the required number of question papers and answer booklets are availed for every examination;
3. Carry out frequent checks to establish the identity of candidates sitting for examinations.

9.6 Role of Administrator (Programmes and Teaching Facilities)

The Administrator (Programmes and Teaching Venues) shall liaise with Estates department and HR (Adm) to ensure that:

- i. All venues have sufficient facilities such as lighting, tables, boards, chairs, ventilation, locking system etc, before the start of the examination;
- ii. The Examination Venues are adequately prepared for the examinations;
- iii. All the venues are opened and closed in a timely manner;
- iv. Sufficient patrols are made so as to provide administrative services to invigilators at examination venues;
- v. Appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of all candidates.

Implementation of the policy shall be carried out by a number of officers according to assigned roles and responsibilities as listed in the sub-section above. The monitoring of the examination process shall be the responsibility of Deputy Vice Chancellor Academic and Student Affairs, and Research.

10.0 EFFECTIVE DATE

The date that this Examinations Policy and Guidelines comes into effect is the **2nd** day of **August, 2022**.

11.0 REVIEW OF THE POLICY

The policy shall be reviewed after every three (3) years or as the need arises in order to address the emerging issues.

REFERENCES

1. British Council Code of Practice for all examinations www.britishcouncil.org
2. Guidelines and special considerations for the application, preparation, organisation and invigilation of examinations for Special needs www.naa.org.uk/tests
3. City and Guilds Regulations for the conduct of examinations www.cityandguilds.com
4. <http://www.thefreedictionary.com/invigilator>
5. <http://www.theguardian.com/lifeandstyle/2012/jul/13/exam-invigilator-what-thinking>
6. <http://www.weblearneng.com/invigilator>
7. Resolutions by Council of CoDs on "Payment for Marking Examination Scripts" 2015
8. KAFUCO Statutes
9. Online Examination Policy and Guidelines
10. KAFUCO Fee Policy
11. KAFUCO Academic Quality Assurance Policy
12. KAFUCO Policy Development and Review Procedure
13. Commission for University Education Standards and Guidelines
14. Online Teaching Policy
15. KAFUCO Online Examination Policy and Guidelines

